

MEDPROS
FORCE HEALTH PROTECTION

USER GUIDE



e-Profile

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WWW.MODS.ARMY.MIL

e-Profile Commander User Guide

10 June, 2011

Revision History

Version	Date	Description	Author
1.0	January 2010	The first version included instructions for commanders for the e-Profile application.	

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1.0 Introduction to e-Profile

1.1 Background

e-Profile is a application within Medical Operational Data System (MODS) suite which allows global tracking of all Army Soldiers who have been determined by the medical system to have a temporary or permanent medical condition that may render them medically not ready to deploy.

1.2 Purpose

This application provides a fully automated profile process, form DA Form 3349 entry to routing final profile to Commander. It uses artificial intelligence to improve quality of profiles and enforces profile process standardization and quality control. It increases communication between Commanders and Providers, helping to ensure Soldiers get corrective intervention, either medical care or board process.

The application follows the Physical Profiling guidelines set forth in AR 40-501, Standards of Medical Fitness http://www.army.mil/usapa/epubs/pdf/r40_501.pdf.

1.3 Application Components and Validations

The e-Profile application consists of admin, profile, report, referral, MEB, PEB, MMRB, and system modules. e-Profile validates user's access to different modules based on their user role. For more information on the user roles and their access, refer to Appendix D.

1.4 Intended Audience

This e-Profile User Guide is intended for Commanders and Company Commander Clerks utilizing the e-Profile application.

1.5 Prerequisites

To access e-Profile, you must have an active Common Access Card (CAC). You no longer need an active AKO or need to register your CAC on AKO in order to login in to e-Profile.

1.6 Roles and Responsibilities

Roles	Responsibilities
Providers (Physicians / Nurse Practitioners / Proxies)	Providers, including the Physician Assistant/Nurse Practitioner and Physician Clerk, can create new temporary and permanent profiles for Service Members. Those with a Physician, Provider or PA / NP role can be the 1 st signature for permanent profiles, routing to the Approval Authority for final signature. Proxies

Roles	Responsibilities
	can initiate profiles and rout to the Provider or PA / NP for 1 st signature.
Medical Evaluation Board Doctor (MEB)	The MEB Doctor can create/submit temporary and permanent profiles, as well as approve all P3/4 profiles.
Deputy Commander of Clinical Services (DCCS)	The DCCS (or designated Provider) main responsibility is to approve all permanent profiles that require two signatures. They also have some administration duties, such as approving new users.
Unit Commanders (UCDMR)	The Unit Commanders are responsible for ensuring their Soldiers get corrective intervention, either medical care or board process. They have the ability to provide administrative comments on all permanent profiles for their Soldiers that the Providers will be able to see.
Personnel Admin Clerk (PADC)	The PADC are responsible for reviewing all P3/4 profiles, viewing the Soldiers profile that meet or does not meet 40-501 regulation.
Installation Administrator	The Installation Administrator is responsible for managing the user permissions and approving new users for all e-Profile users at their installation.
Component 1 System Administrator (C1SA)	The C1SA role is primarily responsible for approving all Installation Administrators.

Exhibit 0-1 Roles and Responsibilities Table

2.0 Get System Access

When accessing e-Profile for the first time, you will need to complete the registration process, including your user role. For more information, refer to Appendix A: Gaining System Access or contact the MODS help desk (888) 849-4341.

3.0 Navigating the System

e-Profile application will provide visibility of the health and Profile status of your Soldiers. This will increase communication between you and Providers, and ensures your Soldiers get corrective intervention, either medical care or board process.

3.1 Viewing New Profiles

User Action	What to Check/System Response
The Action Items lists the items awaiting your action. Click Commander View.	List of permanent profiles will appear.

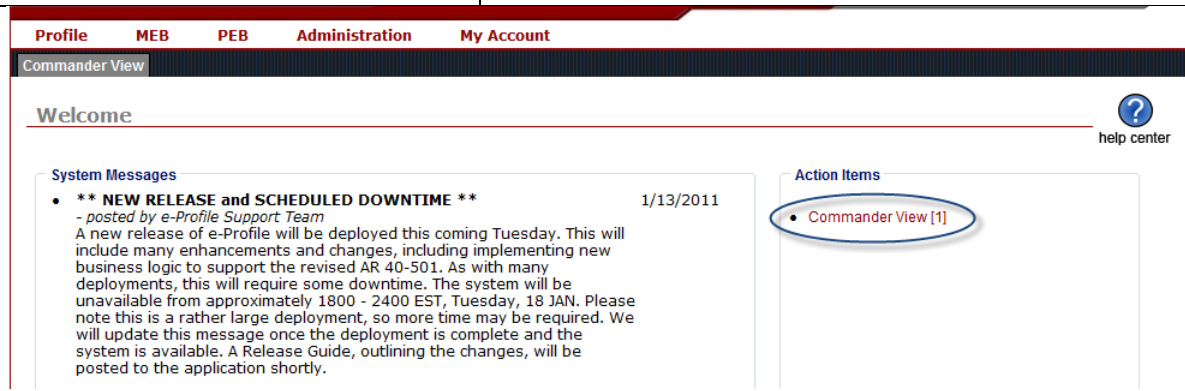


Exhibit 3-1 Welcome Page

User Action	What to Check/System Response
Click Review.	A single page view of the Soldier's Profile will open.

Commander View

Profile > Profile Comment

[-] Click to hide search filter

To search for a profile, enter known information about the profile below and press the "Apply" button. The search will only return results that match or partially match all criteria entered.

Submitted Date From: 20050101

Submitted Date To: 20110118

First Name:

Last Name:

SSN:

PULHES:

Apply

Reset

Created	Expires	SSN	Name	Primary Diagnosis	PULHES	ALC
20110104	99990101	xxxxx1116	FTBRAGG6 SOLDIER S	shoulder dislocation	333111	Review

RECORDS FOUND 1

Export

Exhibit 3-2 Profile List

View the Profile, once viewed the Profile will no longer appear in the Commander View Listing.	The Soldier's profile will disappear from the "Commander View" list.
--	--

Profile MEB PEB Administration My Account

Commander View

Profile > View Profile [help center](#)

Protected Health Information

View PDF Form

SOLDIER INFORMATION																					
PID: 2475 Parent: 0 Profile: Permanent Name: FTBRAGG6 SOLDIER S SSN: xxxxx1116 DOB: 19800105 Grade: CPL Unit: WNCSSA PMOS: 42D																					
1. MEDICAL CONDITION: (Description in lay terminology)	2. ALC	3. PULHES																			
*shoulder dislocation <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE?	CODES (Table 7-2 AR 40-501) B,W	<table border="1"> <thead> <tr> <th>P</th> <th>U</th> <th>L</th> <th>H</th> <th>E</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>Temporary</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Permanent</td> <td>3</td> <td>3</td> <td>3</td> <td>1</td> <td>1</td> </tr> </tbody> </table>		P	U	L	H	E	S	Temporary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent	3	3	3	1	1
P	U	L	H	E	S																
Temporary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Permanent	3	3	3	1	1																
4. PROFILE TYPE																					
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)																					
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)																					
5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:																					
Carry and fire individual assigned weapon?		YES	NO																		
			X																		

Exhibit 3-3 Soldier's Profile

User Action	What to Check/System Response
Enter comments in the "Add Administrative Comment" section. Click on the Provider's name in the signature to send email.	<p>A Comment will be tied to the profile (can only be seen from within the application).</p> <p>If Provider's name is clicked in signature block, email will open, automatically including Provider's email address.</p>

no pt

10. NAME, GRADE AND TITLE OF PROFILING OFFICER Rob Bob, SMA, MD	11. SIGNATURE <<electronic signature>>	12. DATE (YYYYMMDD) 20110116
13. NAME AND GRADE OF APPROVING AUTHORITY Priscilla Ruiz	14. SIGNATURE <<electronic signature>>	15. DATE (YYYYMMDD) 20110116

MISCELLANEOUS
 Administrative Comments:

Duty Related: Yes
 Disposition: Duty with permanent assignment limitation


[View PDF Form](#)

Protected Health Information

Add an Administrative Comment to a Profile

An administrative comment is a comment that is linked with a profile in the e-Profile application, but will not appear on the printed DA 3349 form. These comments can be read by anyone who has access to this profile through the e-Profile application.

Exhibit 3-4 Commander Comment Window

 **Note:** The comments left in the Administrative Comments field can be seen from within the system. The administrator comments do not populate anywhere on the DA 3349 and are not visible outside the application.

User Action	What to Check/System Response
To determine if Profile has been viewed by a Commander or Commander Clerk, click Find or Create Profile and enter in Soldier Name / SSN.	The Profile History grid includes a CMDR View column indicating if the profile has been viewed.

Profile > Find Profile

help center

CPL, FTBRAGG6 SOLDIER S

SSN: xxxxx1116
Rank: CPL
DOB: 19800105
Gender: Female

Unit: WNCSSA (0044 MD HHC MEDICAL CMD)
Active Army | MOS: 42D | Active PULHES: 333111 (Last Issued: 20110116)

Region: FT BRAGG
Email: (not available)

Revise Soldier Search

Display Temporary Profile Statistics (Show Details...)

MEDPROS PULHES (Show Details...)

Display Profiles (Hide Details...)

Profile History

All
All

Submitted	Approve Date	Created By	Expires	Profile Type	PULHES	Primary Diagnosis	Status	CMDR View
20110104		Ruiz, Priscilla	20110116	Permanent	333111	V43.61 - SHOULDER JOINT REPLACEMENT	Expired	View
20110104		Bob, Rob	20110116	Temporary	333111	shoulder dislocation	Expired	View
20110104	20110116	Bob, Rob	99990101	Permanent	333111	shoulder dislocation	Approved viewed	View
20110104		Ruiz, Priscilla	20110116	Temporary	333111	shoulder dislocation	Expired	View
20101229		Ruiz, Priscilla	20110116	Permanent	111111	shoulder dislocation	Expired	View
20101108		Bright, Maureen	20110116	Temporary	333111	V43.61 - SHOULDER JOINT REPLACEMENT	Expired	View
20101108	20101229	Bright, Maureen	20110116	Permanent	333111	V43.61 - SHOULDER JOINT REPLACEMENT	Expired	View

3.2 Viewing Soldier Profiles

User Action	What to Check/System Response
Hover over the Profile tab. Click View All Profiles.	List of profiles you have access to will appear.

[Profile](#)
[MEB](#)
[PEB](#)
[Administration](#)
[My Account](#)

[Find Profile](#)
[View My Profiles](#)
[View All Profiles](#)

help center

System Messages

**** NEW RELEASE and SCHEDULED DOWNTIME ****
1/13/2011

- posted by e-Profile Support Team

A new release of e-Profile will be deployed this coming Tuesday. This will include many enhancements and changes, including implementing new business logic to support the revised AR 40-501. As with many deployments, this will require some downtime. The system will be unavailable from approximately 1800 - 2400 EST, Tuesday, 18 JAN. Please note this is a rather large deployment, so more time may be required. We

Action Items

- Commander View [3]

Exhibit 3-5 Welcome Page

[Profile > View All Profiles](#) help center

[-] Click to hide search filter

To search for a profile, enter known information about the profile below and press the "Apply" button. The search will only return results that match or partially match all criteria entered.

SSN:
 First Name:
 Last Name:
 Submitted Date From: 20101219
 Approved Date From:
 Profile Type:

Location: FT STEWART (USA MEDDAC FT STEWART)
 UIC:
 PULHES:
 Submitted Date To: 20110118
 Approved Date To:
 Status: Pending and Approved

Submitted	Approve Date	Expires	SSN	Name	UIC	Type	PULHES	Primary Diagnosis	Status	ALC		
20101231		99990101	xxxxx1102	FT STEWART2 SOLDIER S	W2MSAA	Permanent	333111	Chronic Shin Splints	Pending Approval	D	View PDF	View
20101231		99990101	xxxxx1102	FT STEWART2 SOLDIER S	W2MSAA	Permanent	333111	Chronic Shin Splints	Pending Approval	D	View PDF	View
20101231	20101231	20110331	xxxxx1102	FT STEWART2 SOLDIER S	W2MSAA	Temporary	333111	Chronic Shin Splints	Approved		View PDF	View
20101231	20101231	20110331	xxxxx1102	FT STEWART2 SOLDIER S	W2MSAA	Temporary	333111	Chronic Shin Splints	Approved		View PDF	View
20101231		99990101	xxxxx1103	FT STEWART3 SOLDIER S	W2MSAA	Permanent	222111	Chronic Shin Splints, Hearing Loss	Pending Approval	F,E	View PDF	View
20101231	20101231	20110331	xxxxx1103	FT STEWART3 SOLDIER S	W2MSAA	Temporary	222111	Chronic Shin Splints, Hearing Loss	Approved		View PDF	View
20110104		99990101	xxxxx1113	FT STEWART13 SOLDIER S	W2MSAA	Permanent	313211	Chronic Shin Splints, Hearing Loss	Pending Approval	E,F	View PDF	View
20110104	20110104	20110404	xxxxx1113	FT STEWART13 SOLDIER S	W2MSAA	Temporary	313211	Chronic Shin Splints, Hearing Loss	Approved		View PDF	View

Exhibit 3-6 Profile List

User Action	What to Check/System Response
Modify filters to expand or narrow your search. To view a profile, click View PDF or View.	The Soldier's profile will appear in either a PDF format or Web format.

Profile > View Profile

help icon

Protected Health Information

View PDF Form

ID# 2447 Item# 6 Profile Temporal Name FETTERMAN, GUSHER G SR. issued 03 Oct 19700551 Cntrl LTC with WMEGA HHS-118									
Certified Electronic Prescription Monitoring		State		Account					
Chronic Discharge		X 10/01/2017		10/01/2017		Temporary <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			
						Permanent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Patient Case									
1. HYPERTENSION - 2 months duration - 2017-2018									
2. HYPERTENSION - 2 months duration - 2017-2018									
3. HYPERTENSION - 2 months duration - 2017-2018									
4. HYPERTENSION - 2 months duration - 2017-2018									
5. HYPERTENSION - 2 months duration - 2017-2018									
6. HYPERTENSION - 2 months duration - 2017-2018									
7. HYPERTENSION - 2 months duration - 2017-2018									
8. HYPERTENSION - 2 months duration - 2017-2018									
9. HYPERTENSION - 2 months duration - 2017-2018									
10. HYPERTENSION - 2 months duration - 2017-2018									
11. HYPERTENSION - 2 months duration - 2017-2018									
12. HYPERTENSION - 2 months duration - 2017-2018									
13. HYPERTENSION - 2 months duration - 2017-2018									
14. HYPERTENSION - 2 months duration - 2017-2018									
15. HYPERTENSION - 2 months duration - 2017-2018									
16. HYPERTENSION - 2 months duration - 2017-2018									
17. HYPERTENSION - 2 months duration - 2017-2018									
18. HYPERTENSION - 2 months duration - 2017-2018									
19. HYPERTENSION - 2 months duration - 2017-2018									
20. HYPERTENSION - 2 months duration - 2017-2018									
21. HYPERTENSION - 2 months duration - 2017-2018									
22. HYPERTENSION - 2 months duration - 2017-2018									
23. HYPERTENSION - 2 months duration - 2017-2018									
24. HYPERTENSION - 2 months duration - 2017-2018									
25. HYPERTENSION - 2 months duration - 2017-2018									
26. HYPERTENSION - 2 months duration - 2017-2018									
27. HYPERTENSION - 2 months duration - 2017-2018									
28. HYPERTENSION - 2 months duration - 2017-2018									
29. HYPERTENSION - 2 months duration - 2017-2018									
30. HYPERTENSION - 2 months duration - 2017-2018									
31. HYPERTENSION - 2 months duration - 2017-2018									
32. HYPERTENSION - 2 months duration - 2017-2018									
33. HYPERTENSION - 2 months duration - 2017-2018									
34. HYPERTENSION - 2 months duration - 2017-2018									
35. HYPERTENSION - 2 months duration - 2017-2018									
36. HYPERTENSION - 2 months duration - 2017-2018									
37. HYPERTENSION - 2 months duration - 2017-2018									
38. HYPERTENSION - 2 months duration - 2017-2018									
39. HYPERTENSION - 2 months duration - 2017-2018									
40. HYPERTENSION - 2 months duration - 2017-2018									
41. HYPERTENSION - 2 months duration - 2017-2018									
42. HYPERTENSION - 2 months duration - 2017-2018									
43. HYPERTENSION - 2 months duration - 2017-2018									
44. HYPERTENSION - 2 months duration - 2017-2018									
45. HYPERTENSION - 2 months duration - 2017-2018									
46. HYPERTENSION - 2 months duration - 2017-2018									
47. HYPERTENSION - 2 months duration - 2017-2018									
48. HYPERTENSION - 2 months duration - 2017-2018									
49. HYPERTENSION - 2 months duration - 2017-2018									
50. HYPERTENSION - 2 months duration - 2017-2018									
51. HYPERTENSION - 2 months duration - 2017-2018									
52. HYPERTENSION - 2 months duration - 2017-2018									
53. HYPERTENSION - 2 months duration - 2017-2018									
54. HYPERTENSION - 2 months duration - 2017-2018									
55. HYPERTENSION - 2 months duration - 2017-2018									
56. HYPERTENSION - 2 months duration - 2017-2018									
57. HYPERTENSION - 2 months duration - 2017-2018									
58. HYPERTENSION - 2 months duration - 2017-2018									
59. HYPERTENSION - 2 months duration - 2017-2018									
60. HYPERTENSION - 2 months duration - 2017-2018									
61. HYPERTENSION - 2 months duration - 2017-2018									
62. HYPERTENSION - 2 months duration - 2017-2018									
63. HYPERTENSION - 2 months duration - 2017-2018									
64. HYPERTENSION - 2 months duration - 2017-2018									
65. HYPERTENSION - 2 months duration - 2017-2018									
66. HYPERTENSION - 2 months duration - 2017-2018									
67. HYPERTENSION - 2 months duration - 2017-2018									
68. HYPERTENSION - 2 months duration - 2017-2018									
69. HYPERTENSION - 2 months duration - 2017-2018									
70. HYPERTENSION - 2 months duration - 2017-2018									
71. HYPERTENSION - 2 months duration - 2017-2018									
72. HYPERTENSION - 2 months duration - 2017-2018									
73. HYPERTENSION - 2 months duration - 2017-2018									
74. HYPERTENSION - 2 months duration - 2017-2018									
75. HYPERTENSION - 2 months duration - 2017-2018									
76. HYPERTENSION - 2 months duration - 2017-2018									
77. HYPERTENSION - 2 months duration - 2017-2018									
78. HYPERTENSION - 2 months duration - 2017-2018									
7									

OR

Exhibit 3-7 Soldier's Form PDF and Web Version

Appendix A : Gaining System Access

Register for e-Profile

Step	User Action	What to Check/System Response
1.	Go to the MODS domain page at http://www.mods.army.mil	The MODS homepage will open.

Exhibit A-1 MODS Home Page

Step	User Action	What to Check/System Response
2.	Point your cursor at the e-Profile link and click.	e-Profile homepage will open.

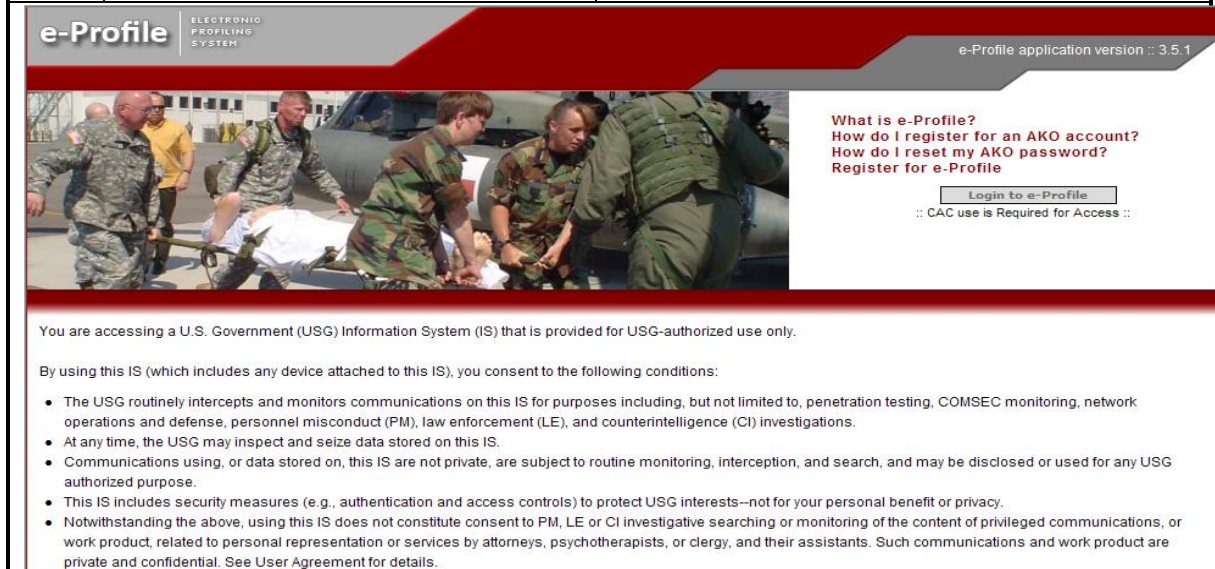


Exhibit A-2 e-Profile Home Page

3.	Click on Register for e-Profile.	A window will pop up stating you are accessing a U.S. Government Information System. Click OK to continue. A statement will appear that you have been authenticated through AKO.
----	----------------------------------	--

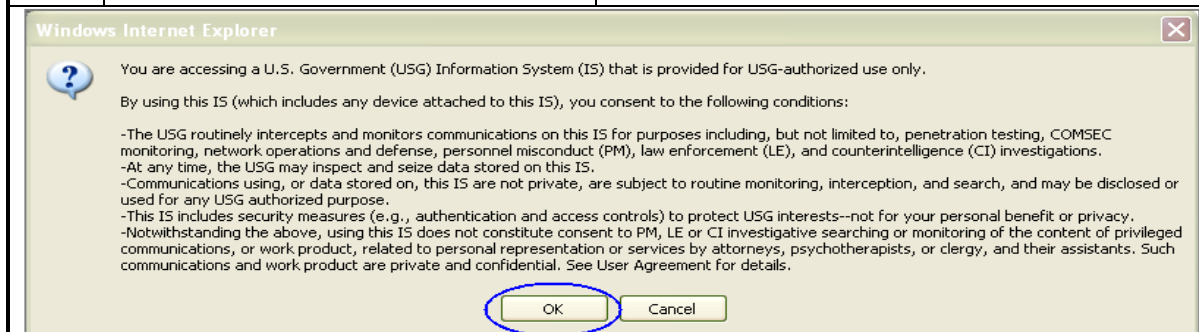


Exhibit A-3 Statement Window

Step	User Action	What to Check/System Response
4.	Enter your personal data. The red asterisk indicates fields that are required.	

Exhibit A-4 Application Registration

5.	Select Military Personnel and Civilian Employees. Enter data. Click Next.	Military Personnel and Civilian Employees section will expand available for entry.
----	---	--

Exhibit A-5 Military Personnel and Civilian Employee section

Step	User Action	What to Check/System Response
6.	Verify all information entered is correct. Click Confirm.	Window confirming registration will appear.

e-Profile | ELECTRONIC PROFILING SYSTEM | e-Profile application version ::

My Account > Application Registration

Please complete the following form to register for e-Profile access. The data you submit will be used by MODS personnel for verification purposes only. Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution.

AKO ID:
 SSN:
 Rank:
 First Name:
 Last Name:
 Military Address:
 City:
 State:
 Zip:
 Email Address:
 Phone:
 Fax:
 Management Compo:
 User Role:
 Duty AOC/MOS:
 Primary Uic:
 Issuing Clinic:
 Region:

Back Confirm

Exhibit A-6 Information Verification

e-Profile | ELECTRONIC PROFILING SYSTEM | e-Profile application version ::

My Account > Application Registration

e-Profile Registration Complete

You have successfully registered for e-Profile. A confirmation email has been sent to your registered account address.

Before you can logon to e-Profile, your account must be approved.
 You will receive another email once your account has been approved.

Exit

Exhibit A-7 Registration Confirmation

Appendix B: Browser Compatibility and Security Settings

Browser Compatibility

You can view AJAX-enabled ASP.NET sites by using most modern browsers. The following lists show compatible browser versions and operating systems.

The client browsers should support the following technologies to ensure the e-Profile application renders and functions properly:

- ECMAScript (JScript, JavaScript) version 1.2
- HTML version 4.0
- The Microsoft Document Object Model (MSDOM)
- Cascading style sheets (CSS)

Supported Browsers

- Microsoft Internet Explorer 6.0 or later versions
- Mozilla Firefox version 1.5 or later versions
- Apple Safari version 2.0 or later versions

Security and Privacy Settings

The following table lists required browser security and privacy settings for user browsing. In all cases, the recommended settings are the default settings for that browser.

Browser	Security and Privacy Settings
Internet Explorer versions 6 & 7	Set the Internet Zone, located in the Security Zone to Medium.
FireFox 1.5 or later versions	In the Tools menu under Options, select Enable JavaScript.

Exhibit B-1 Security and Privacy Settings Table



Note: If browser security and privacy settings are set too high, JavaScript might be disabled. In that case, the browser cannot run the client-side functionality of an AJAX-enabled ASP.NET application.

Appendix C: Frequently Asked Questions

Q: Once the profile is approved, when will the PULHES be reflected in MEDPROS?

A: If the profile reflects the Soldier's latest information, the PULHES should be reflected in MEDPROS the next day. The data is also sent to the HR systems (TAPDBs) and will be reflected on the Soldiers ERB/ORB.

Q: Are temporary profiles sent to MEDPROS?

A: Yes, temporary profiles greater than 30 days are sent to MEDPROS. Although they will not impact the operative PULHES, it will trigger the MND flag. If T3/4, the MND will automatically be set to 'Y'. When the temporary profiles expires, the MND will revert back unless there is another condition making the Soldier medically non deployable.

Q: How do I get access UICs to view profiles?

A: You can contact your state DSS or regional Approval Authority or Installation Administrator to have additional UICs added to user's profile.

Q: How to I gain additional access to sign profiles?

A: Contact your state DSS, regional Approval Authority, or Installation Administrator to have permissions added to your profile or have your role changed.

Q: Why am I not able to view a profile I created for a Soldier?

A: You might not have the permissions to view created profiles, the profile is in draft mode and needs to be submitted, or the Soldier's UIC does not match the UICs you have access to.

Q: Why can't I log back into e-Profile when the account was approved?

A: Confirm that the user's HIPAA certificate or account expiration date is current and the account is activated.

Q: I am trying to create a profile on a Soldier, but the SSN is not pulling up the Soldier.

A: Check TAPDB to see if the Soldier has been built into the system

Q: A user created a profile and the provider assigned cannot see the profile.

A: Verify that the person who created the profile submitted the profile and that the profile is not in draft mode.

Q: Is there a maximum amount of profiles that can be created on a Soldier?

A: There can only be one permanent profile, but you can have multiple temporary profiles.

Q: When a provider enters comments on a rejected profile, why is the proxy unable to see those comments? When the rejected profile is selected, the profile is void of ANY information. How can proxies view the comments entered by the providers?

A: For profiles created by Provider Proxies, the provider does not reject profiles; they only edit, delete, or sign them at this point, so the profile will not come back to the proxy. Once the profile is submitted, the proxy can still view the profile, but can no longer make changes to it; only the provider can change it at that point. Rejection of profiles only happens once the provider has signed it, and submits it to the Approval Authority for 2nd signature/approval. The Approval Authority can reject it back to the provider at that point.

Q: A Soldier was boarded and was put on probation for one year. e-Profile says the Soldier was referred to MEB/PEB. It will not let me change the results, so how can I do this so that the Soldier can be boarded again?

A: A new Permanent profile would have to be submitted and approved to replace the current profile. The new profile must have a PULHES of at least 3 and must meet the chapter 3 retention standards to qualify for MMRB.

Q: Where can I find information on a user's registration if it does not appear in my approval list?

A: You can contact the Help Desk, they have access to view a registration and determine the cause.

Q: When selecting restrictions under the "Restrictions tab", why does the diagram not light up?

A: Not all restrictions enable the diagram to light up. If you were to select a restriction that normally lights up AND select one that does not, the diagram will not light up at all. You would have to create sentence them separately. If you were to select two restrictions at the same time that both would make the diagram light up, NOT ALL the areas will light up for the corresponding restrictions. You would have to "create sentence" them separately.

Q: How are profiles routed?

A: National Guard and Army Reserve routing is based on the Soldier's unit. Active Army's routing is based on the Provider's location.

Q: If a profile has been entered into e-Profile, why does it not show up under MMRB needed in order to schedule a board?

A: Soldiers issued a permanent profile with a P3/4 who meets retention standards are referred to the MMRB. If the Soldier does not meet the retention standards, an MEB is mandatory and will be initiated by the physical evaluation board liaison officer (PEBLO).

Q: The rank or medical specialty on my signature block on the DA 3349 is incorrect. How do I get this updated?

A: You may modify your registration information by going to My Account then selecting Registration Information. Updated the appropriate fields. Ensure you select 'Save Changes'.

Q: Why is the number of profiles pending 1st signature or approval showing in my "Action Items Inbox" differ from the amount shown once I click on the "Profiles Pending 1st Signature/Approval link?

A: After you click on the link in your "Action Items Inbox" you'll see a filter labeled "Assigned" you have 4 different choices to choose from. You can select "Provider Only" to see just the profiles that have been assigned to you, or you can select "Show All" to see all the profiles that are awaiting action for your installation.

Q: How do I downgrade a PULHES to all 1's (Picket Fence profile 111111)?

A: There are two ways you can downgrade a PULHES to reflect a PULHES of all 1's. The first option is for Soldiers who have an incorrect or outdated PULHES in MEDPROS and with no Profile to document it. For an issue like this you will need to click on "Create Profile" and begin creating a profile and select yes to all restrictions. Make sure your Profile Code under the "Assignment Limitations" drop down is the "A" code. The disposition must be "Full Duty" and note in the comments that the Soldier has no restrictions.

The Second option is to downgrade a Profile in e-Profile. When downgrading you need to select yes to all restrictions, choose the "A" code for assignment limitations and "Full Duty" for the disposition. Once these changes are made you can sign the Profile.

Q: How do I expire a Temporary Profile?

A: Pull up the Profile, click “Review” while in the Profile History Grid. Once you open the Profile you will need to select the “Disposition” tab and change the length of the Profile to the desired date.

Q: Can I pull back a profile before it is signed?

A: You can pull back a profile by clicking “Review” in the Profile History Grid, when the Profile is open you will have the option to select the “Pull Back” link at the top of the page. You can only pull back a Profile that has not been signed.

Q: How can Commanders leave comments for profiles?

A: Once the approved permanent Profile is routed to the Commander, there will be an option for them to leave Administrative Comments. These comments are not posted on the DA 3349 and are only visible within the e-Profile application.

Q: What do I do when I can’t pull up a Soldiers profile that is stationed at my installation?

A: There can be multiple causes for this issue, contact the MODS Help Desk.

Q: How do I get more visibility of my UIC’s?

A: You need to contact your Installation Administrator, NGB System Admin, or USAR Admin, they will have the ability to add UIC’s for a users visibility of Profiles.

Q: How do I get my account re-opened once it expires?

A: Contact your Installation Administrator, NGB System Admin, or USAR Admin. If you are unsure who that is, please contact the MODS Help Desk

Q: How can I delete incorrectly loaded profiles?

A: ?

Q: Why can’t I choose Permanent or Temporary when creating a Profile while using a Template?

A: The system level templates available in e-Profile default to either Temporary or Permanent depending on which template you choose, you cannot change the profile type. You can however create your own template under the “Manage Templates” link.

Q: I am a Provider Specialist (i.e., Audiologist, Physical Therapist). What role should I register under?

A: You can register under a MD role (Physician, Provider) or as a PA/NP. Registering as a Physician / Provider will give you the ability to be the sole signature on P2 profiles. The PA / NP role will allow you to be 1st signature on P2 profiles, routing to the approval authority for 2nd signature.

Appendix D: User Roles per Component

Army		
Role	Permission	Description
Physician	<u>Profile</u> View Existing Create Extend/Downgrade Expire Scan/Upload View drafts View rejected View MAR2 draft View Pending 1 st Signature Submit Permanent Submit Temporary	View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier Manually expire a Profile before its set expiration date (deprecated) Scan/Upload previously completed Soldier Profiles View profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MAR2. View profiles in queue pending 1 st signature. Submit Permanent Profiles. Submit Temporary Profiles.
Deputy Commander of Clinical Services	<u>Admin</u> View user list View user details Manage user permissions Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Expire Approve uploaded Scan/Upload View drafts Approve View rejected Submit Permanent Submit Temporary	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registrations to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB Results Details. View PEB Results Details. View existing Profiles for Soldiers. Create ne Profiles for a Soldier. Extend or Downgrade and active Profile for a Soldier. Manually expire a Profile before its set expiration date. Approve manually uploaded Profiles for Soldiers. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. Approve/provide the 2 nd signature for a profile. View Profiles that have been rejected. Submit Permanent Profiles. Submit Temporary Profiles.
Unit Manager	<u>Admin</u> View user details Approve users Manage expiring users Manage users <u>MAR2</u> Manage pending boards Quick Capture Results <u>Profile</u> View existing 40-501 Compliant	View the application level details of a user. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile Manage e-Profile application users. MAR2s that are pending their scheduled review. Quick Capture Results. View existing Profiles for Soldiers. Soldier Profile that meets 40-501 regulation.

Personnel Admin Clerk	<p><u>MEB</u> View Soldier details</p> <p><u>MAR2</u> Quick Capture</p> <p><u>PEB</u> View Soldier details</p> <p><u>Profile</u> View existing 40-501 compliant 40-501 non-compliant View Temporary</p> <p><u>Reports</u> View MEB View PEB</p>	<p>View MEB Results Details.</p> <p>Quick Capture Results</p> <p>View PEB Results Details.</p> <p>View existing Profiles for Soldiers. Soldier Profile that meets 40-501 regulation. Soldier Profile that does not meet 40-501 regulation. View a list of Temporary Profiles.</p> <p>View MEB Report by location. View PEB Report by location.</p>
Component 1 System Admin (C1SA)	<p><u>Admin</u> View user list View user detail Manage user permissions Manage message board Approve users Manage expiring users Manage users</p> <p><u>MEB</u> View Soldier details</p> <p><u>MAR2</u> Manage pending boards</p> <p><u>PEB</u> View Solder details</p> <p><u>Profile</u> View existing View Pending 1st signature</p> <p><u>Reports</u> View General View MEB View PEB Audit Information</p> <p><u>System</u> Monitor Status</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Approve new user registrations to e-Profile. Manage user that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB Results Details by SSN.</p> <p>MAR2 that are pending their scheduled review.</p> <p>View PEB Results details.</p> <p>View existing Profiles for Soldiers. View profiles in queue pending 1st signature.</p> <p>View general application reports. View MEB Report by location. View PEB Report by location. View audit specific reports for users and Soldiers.</p> <p>Monitor web application status.</p>
Unit Commander (UCMDR)	<p><u>MEB</u> View Soldier details</p> <p><u>PEB</u> View Soldier details</p> <p><u>Profile</u> View existing Enter commander comment</p>	<p>View MEB Results.</p> <p>View PEB Results.</p> <p>View existing Profiles for Soldiers. Provide commander comments for a Profile.</p>
Physician Clerk	<p><u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View Drafts</p>	<p>View existing Profile for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completes Soldier Profiles to e-Profile. View profiles that are in Draft status.</p>

Care Manager	<p><u>MEB</u> View Soldier details</p> <p><u>MAR2</u> View Results</p> <p><u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts</p>	<p>View MEB Results details.</p> <p>View MAR2 results.</p> <p>View existing Profile for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completes Soldier Profiles to e-Profile. View profiles that are in Draft status.</p>
Medical Evaluation Board Doctor	<p><u>Admin</u> View user list View user details Manage user permissions Approve users Manage expiring users Manage users</p> <p><u>MEB</u> View Soldier details</p> <p><u>PEB</u> View Soldier details</p> <p><u>Profile</u> View existing Create Extend/Downgrade Expire Approve uploaded Scan/Upload View drafts Approve View rejected Submit Permanent Submit Temporary</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registrations to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users.</p> <p>View MEB Results details.</p> <p>View PEB Results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Manually expire a Profile before its set expiration date. (deprecated) Approve manually uploaded Profiles for Soldiers. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. Approve/provide the 2nd signature for a profile. View Profiles that have been rejected. Submit Permanent Profiles. Submit Temporary Profiles.</p>
Physician Assistant/ Nurse Practitioner	<p><u>MEB</u> View Soldier details</p> <p><u>PEB</u> View Soldier details</p> <p><u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MAR2 draft Submit Permanent Profiles Submit Temporary Profiles Sign 1st Signature</p>	<p>View MEB Results details.</p> <p>View PEB Results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MAR2. Submit Permanent Profiles Submit Temporary Profiles Provide 1st Signature on P2 Profiles</p>
Installation Admin	<p><u>Admin</u> View user list View user details Manage user permissions Manage message board Approve users</p>	<p>View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Approve new user registrations to e-Profile.</p>

	Manage expiring users Manage users <u>MEB</u> View Soldier details <u>MAR2</u> Manage pending boards <u>PEB</u> View Soldier details <u>Profile</u> View existing <u>Reports</u> View MEB View PEB <u>System</u> Monitor status	Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB Results details. MAR2s that are pending their scheduled review. View PEB results details. View existing Profiles for Soldiers. View MEB Report by location. View PEB Report by location. Monitor web application status.
Company Commander Clerk	<u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing <u>Reports</u> View MEB View PEB	View MEB Results details. View PEB results details. View existing Profiles for Soldiers. View MEB Report by location. View PEB Report by location.

Army National Guard		
Role	Permission	Description
NGB System Admin	<u>Admin</u> View user list View user details Manage user permissions Manage message board View user activity Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>MAR2</u> View Results Manage locations <u>PEB</u> View Soldier details <u>Profile</u> View existing <u>Reports</u> View general View MEB View PEB Audit Information <u>System</u> Modify settings Monitor status	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Track user activity within the system. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View MAR2 results. Manage meting location for an MAR2. View PEB results. View existing Profiles for Soldiers. View general application reports. View MEB report by location. View PEB report by location. View audit specific reports for users and soldiers. Modify the web application system level settings. Monitor web application status.
Approval Authority	<u>Admin</u> View user list View user details Manage user permissions View user activity Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Expire Approve uploaded Scan/Upload View drafts Approve View rejected	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Track user activity within the system. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Manually expire a Profile before its set expiration date. (deprecated) View profiles that are in Draft status. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. Approve/provide the 2 nd signature for a profile. View Profiles that have been rejected.

	View MAR2 draft View Pending 1 st Signature Submit Permanent Submit Temporary <u>Reports</u> View MEB View PEB	New Profile draft generated by recent MAR2. View profiles in queue pending 1 st signature. Submit Permanent Profiles. Submit Temporary Profiles. . View MEB Report by location. View PEB Report by location.
ARNG G1	<u>Admin</u> View user list Manage message board View user activity Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>PEB</u> View Soldier details	View a list of users registered with the application. Manage system messages (message board). Track user activity within the system. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View PEB results details.
Case Manager- Nurse	<u>MEB</u> View Soldier details <u>MAR2</u> View Results <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts <u>Reports</u> View MEB View PEB	View MEB results details. View MAR2 results. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View MEB Report by location. View PEB Report by location.
Case Manager- Social Worker	<u>MEB</u> View Soldier details <u>MAR2</u> View Results <u>PEB</u> View Soldier details <u>Profile</u> View existing	View MEB results details. View MAR2 results. View PEB results details. View existing Profiles for Soldiers.

	Create Scan/Upload View drafts <u>Reports</u> View MEB View PEB	Create new Profiles for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View MEB Report by location. View PEB Report by location.
Deputy State Surgeon	<u>Admin</u> View user list View user details Manage user permissions Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>MAR2</u> View Results <u>PEB</u> View Soldier details <u>Profile</u> View existing <u>Reports</u> View general View MEB View PEB	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View MAR2 results. View PEB results details. View existing Profiles for Soldiers. View general application reports. View MEB report by location. View PEB report by location.
Military Medical Admin Clerk	<u>MEB</u> View Soldier details <u>MAR2</u> View results Manage checklist Manage documents Manage locations Manage pending Soldiers Manage board preparation View delayed Soldiers Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing Scan/Upload	View MEB results details. View MAR2 results. Manage the checklist of work items required for a MAR2. Manage the documents uploaded for a Board or Soldier pertaining to MAR2 Manage meeting locations for a MAR2. View and manage Soldiers in queue awaiting MAR2 assignment. MAR2ss in preparation and require management until their review. View Soldiers that were delayed to being assigned to a Board. Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers. Scan/Upload previously completed Soldier Profiles to e-Profile.

Military Personnel Officer	<u>Admin</u> Approve users Manage expiring users <u>MEB</u> View Soldier details <u>MAR2</u> View results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing	Approve new user registration to e-Profile. Manage users that are pending expiration f their registration with e-Profile. View MEB results details. View MAR2 results. Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers.
Military Personnel Admin Clerk	<u>MEB</u> View Soldier details <u>MAR2</u> View results Manage checklist Manage documents Manage locations Manage pending boards Manage pending Soldiers Manage board preparation View delayed Soldiers Enter voting results Quick Capture Results <u>PEB</u> View Soldier details <u>Profile</u> View existing 40-501 compliant 40-501 non-compliant	View MEB results details. View MAR2 results. Manage the checklist of work items required for an MAR2. Manage the documents uploaded for a Board or Soldier pertaining to MAR2 Manage meeting locations for an MAR2. MAR2s that are pending their scheduled review. View and manage Soldiers in queue awaiting MAR2 assignment. MAR2ss in preparation and require management until their review. View Soldiers that were delayed to being assigned to a Board. Provide MAR2 voting results for a Soldier. Quick Capture Results View PEB results details. View existing Profiles for Soldiers. Soldier Profile that meets 40-501 regulation. Soldier Profile that does not meet 40-501 regulation.
NHBAH Personnel Admin	<u>Admin</u> Approve users Manage expiring users	Approve new user registration to e-Profile. Manage users that are pending expiration f their registration with e-Profile.
Provider- Military	<u>MEB</u> View Soldier details <u>MAR2</u> View results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Submit Scan/Upload View drafts View rejected View MAR2 draft View Pending 1 st Signature Submit Permanent Submit Temporary	View MEB results details. View MAR2 results. Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Submit/provide the 1 st signature for profile. Scan/Upload previously completed Soldier Profiles to e-Profile. View Profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MAR2. View profiles in queue pending 1 st signature. Submit Permanent Profiles. Submit Temporary Profiles.

Provider-Contractor	<p><u>MEB</u> View Soldier details</p> <p><u>MAR2</u> View results Enter voting results</p> <p><u>PEB</u> View Soldier details</p> <p><u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MAR2 draft Submit Permanent Submit Temporary</p>	<p>View MEB results details.</p> <p>View MAR2 results. Provide MAR2 voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View Profiles that are in Draft status. View Profiles that have been rejected. New Profile draft generated by a recent MAR2. Submit Permanent Profiles. Submit Temporary Profiles.</p>
State Surgeon	<p><u>MEB</u> View Soldier details</p> <p><u>MAR2</u> View results Enter voting results</p> <p><u>PEB</u> View Soldier details</p> <p><u>Profile</u> View existing</p>	<p>View MEB results details.</p> <p>View MAR2 results. Provide MAR2 voting results for a Soldier.</p> <p>View PEB results details.</p> <p>View existing Profiles for Soldiers.</p>
The Adjutant General	N/A	N/A
Unit Commander	<p><u>MEB</u> View Soldier details</p> <p><u>MAR2</u> View results</p> <p><u>PEB</u> View Soldier details</p> <p><u>Profile</u> View existing Enter commander comment</p>	<p>View MEB results details.</p> <p>View MAR2 results.</p> <p>View PEB results details. View existing Profiles for Soldiers. Provide commander comments for a Profile.</p>

Unit Admin Clerk	<u>MEB</u> View Soldier details <u>MAR2</u> View results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing	View MEB results details. View MAR2 results. Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers.
Unit Readiness/ Training NCO	<u>MEB</u> View Soldier details <u>MAR2</u> View results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing <u>Reports</u> View MEB View PEB	View MEB results details. View MAR2 results. Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers. View MEB report by location. View PEB report by location.
Provider Proxy	<u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts	View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status.
Physician Assistant/ Nurse Practitioner	<u>MEB</u> View Soldier details <u>MAR2</u> View results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MAR2 draft Submit Temporary	View MEB results details. View MAR2 results. Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MAR2. Submit Temporary Profiles.

Army Reserve		
Role	Permission	Description
AR Admin	<u>Admin</u> View user list View user details Manage user permissions Manage message board Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>MAR2</u> View Results Manage locations <u>PEB</u> View Soldier details <u>Profile</u> View existing <u>Reports</u> View general View MEB View PEB Audit Information <u>System</u> Modify settings Monitor status	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View MAR2 results. Manage meting location for an MAR2. View PEB results. View existing Profiles for Soldiers. View general application reports. View MEB report by location. View PEB report by location. View audit specific reports for users and soldiers. Modify the web application system level settings. Monitor web application status.
Personnel Admin	<u>Admin</u> Approve users Manage expiring users <u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing	Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. View MEB results details. View PEB results. View existing Profiles for Soldiers.
RRC/RSC Surgeon	<u>Admin</u> View user list View user details Manage user permissions Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Expire Approve uploaded	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Manually expire a Profile before its set expiration date. (deprecated) Approve manually uploaded Profiles for Soldiers.

	Scan/Upload View drafts Approve View rejected View Pending 1 st Signature Submit Permanent Submit Temporary <u>Reports</u> View general View MEB View PEB	Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. Approve/provide the 2 nd signature for a profile. View Profiles that have been Rejected. View profiles in queue pending 1 st signature. Submit Permanent Profiles Submit Temporary Profiles View general application reports. View MEB report by location. View PEB report by location.
Personnel Officer- Military	<u>Admin</u> View user list View user details Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>MAR2</u> View Results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing 40-501 compliant 40-501 non compliant <u>Reports</u> View general	View a list of users registered with the application. View the application level details of a user. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View MAR2 results. Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for the Soldiers. Soldier Profile that meets 40-501 regulation. Soldier Profile that does not meet 40-501 regulation. View general application reports.
Unit Commander	<u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Enter commander comment	View MEB results details. View PEB results details. View existing Profiles for the Soldiers. Provide commander comments for a Profile.
Personnel Admin Clerk	<u>MEB</u> View Soldier details <u>MAR2</u> View results Manage checkout Manage documents Manage locations Manage pending Soldiers Manage board preparation View delayed Soldiers Enter voting results Quick Capture Results <u>PEB</u> View Soldier details <u>Profile</u> View existing	View MEB results details. View MAR2 Results Mange the checklist of work items required for an MAR2. Manage the documents uploaded for a Board or Soldier pertaining to MAR2 Mange meeting locations for an MAR2 View and manage Soldiers in queue awaiting MAR2 assignment. MAR2 in preparation and require management until their review. View Soldiers that were delayed to being assigned to a Board. Provide MAR2 voting results for a Soldier. Quick Capture Results View PEB results details. View existing Profiles for the Soldiers.

Command Military Medical Admin	<u>Admin</u> View user details Manage user permissions Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing <u>Reports</u> View general View MEB View PEB	View the application level details of a user. Manage user permissions. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details. View PEB results details. View existing Profiles for the Soldiers. View general application reports. View MEB report by location. View PEB report by location.
Provider- Military	<u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Scan/Upload View drafts View rejected View MAR2 draft View Pending 1 st Signature Submit Permanent Submit Temporary	View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MAR2. View profiles in queue pending 1 st signature. Submit Permanent Profiles Submit Temporary Profiles
Provider- Contractor	<u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MAR2 draft Submit Permanent Submit Temporary	View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MAR2. Submit Permanent Profiles Submit Temporary Profiles
Unit Admin Clerk	<u>MEB</u> View Soldier details <u>MAR2</u> View results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing	View MEB results details. View MAR2 Results Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for the Soldiers.

Provider Clerk	<u>MEB</u> View Soldier details <u>MAR2</u> View results Enter voting results <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts	View MEB results details. View MAR2 Results Provide MAR2 voting results for a Soldier. View PEB results details. View existing Profiles for the Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status.
Physician Assistant/ Nurse Practitioner	<u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View MAR2 draft Submit Temporary	View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. New Profile draft generated by a recent MAR2. Submit Temporary Profiles

Logistics Health Incorporated		
Role	Permission	Description
Contractor Provider Proxy	<u>MEB</u> View Soldier details <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected	View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected.
Contractor Provider	<u>Admin</u> View user list View user details Approve users Manage expiring users Manage users <u>MEB</u> View Soldier details <u>MAR2</u>	View a list of users registered with the application. View the application level details of a user. Approve new user registration to e-Profile. Manage users that are pending expiration of their registration with e-Profile. Manage e-Profile application users. View MEB results details.

Manage pending soldiers View delayed soldiers <u>PEB</u> View Soldier details <u>Profile</u> View existing Create Extend/Downgrade Scan/Upload View drafts View rejected View Pending 1 st Signature Submit Permanent Submit Temporary	View and manage Soldiers in queue awaiting MAR2 assignment. View Soldiers that were delayed to being assigned to a Board. View PEB results details. View existing Profiles for the Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View Profiles that have been Rejected. View profiles in queue pending 1 st Signature. Submit Permanent Profiles Submit Temporary Profiles
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